



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF PLACER**

HUMAN RESOURCES OFFICE

11532 B Avenue
Auburn, CA. 95603
(530) 889-7432/886-1242
(530) 886-1283 Fax

EMPLOYMENT APPLICATION

PERSONNEL USE ONLY

Accepted ☐ Not Accepted ☐

1. Education

2. Experience _____
3. Lic/Reg _____
4. Other _____
Analyst: _____
Date: _____

Instructions: Please complete all sections on both sides of this application

1. A separate original application is required for each examination.
2. Faxes and photocopies of applications are not accepted.
3. Use typewriter or print in black ink.
4. Incomplete or illegible applications will not be considered.
5. Notify the Human Resources Office of any change of address.

1. POSITION APPLYING FOR: _____

2. NAME: _____ Home Phone: _____
Last First Middle Initial Work Phone: _____

3. ADDRESS: _____
Street City State Zip Code

4. Social Security Number: _____ (Used for applicant record control; disclosure is voluntary.)

5. Do you speak another language fluently? Yes ☐ No ☐ If so, specify: _____

6. Do you claim Veterans' Preference as described on the examination notice? Yes ☐ No ☐ Do you claim Veterans' disability? Yes ☐ No ☐ Attach DD214 or GS-6954 to completed application. (Copies are not returnable). Discharge must be verified in the Human Resources Office on or before the final filing date for the position to qualify for preference credit.

7. Have you ever been convicted by any court of an offense? If yes, please make a note in Section 12 the date and place of each offense, the specific charge, the date and place of conviction and the fine or sentence received. You may omit any offense for which the only punishment imposed was a fine of less than \$150. Any offense which resulted in a fine in excess of \$150, a jail or prison sentence, or probation, MUST BE reported. (A criminal record is not necessarily a bar to employment. Each case is given individual consideration, based on job relatedness.) Yes ☐ No ☐

8. Have you ever been discharged, rejected during probation, or resigned under pressure or unfavorable circumstances within the past ten years?
Yes ☐ No ☐ If yes, explain in Section 12.

9. Valid Driver's License No. _____ State _____
(Only if required on job announcement) Class _____
Expiration Date _____

10. **NOTE:** Reasonable testing arrangements may be made to accommodate candidates with disabilities or who are unable to attend a scheduled test due to religious reasons. If applicable, such candidates must call Human Resources at (530) 886-1242 prior to a scheduled test date to request any necessary accommodations.

11. **CERTIFICATION:** I hereby certify, under penalty of perjury, that all statements made on this application are true and complete to the best of my knowledge. I understand that any false, incomplete or incorrect statements may result in my disqualification from the examination process or dismissal from employment with the Superior Court of Placer County. I authorize the employers and educational institutions identified in this Employment Application to release any information they may have concerning my employment or education, to the Superior Court of Placer County.
Yes ☐ No ☐ If no, explain in the Remarks Section on reverse

12. Note: Explain fully items 7 and 8 in this section.

FOR HUMAN RESOURCES USE ONLY:

Signature of Applicant (Sign in Ink)

Date

EDUCATION AND TRAINING - A copy of degree, license or certificate must accompany application **if required on job announcement.**

Do you have a High School Diploma or a G.E.D. certificate? Yes ☐ No ☐. If no, circle highest grade completed: 5 6 7 8 9 10 11 12

Names of Colleges/ Universities attended and locations	Course of Study/Major	Semester Units	Quarter Units	Type of Degree
Professional License or Certificate, if required	Issuing Agency	Identification No.	Date Issued	Expiration Date

EMPLOYMENT HISTORY

Give complete information for jobs held during the past ten years. Attach additional sheets if more space is needed. Show your present or most recent job first. Verifiable voluntary experience may be considered if job related. Please indicate if you were employed under another name in the remarks section below. Inquiries will be made of your former employers. May we contact your present employer now? Yes ☐ No ☐

EVEN IF YOU SUBMIT A RESUME, YOU MUST STILL COMPLETE THE EMPLOYMENT HISTORY SECTION LISTED BELOW.

<p>Dates From _____ To _____ Total _____ Yrs. Mos.</p> <p>Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Number of persons supervised: _____</p>	<p>Employer's Name & Address _____ _____ _____</p> <p>Supervisor _____ Phone _____ Salary/Month: \$ _____</p>	<p>Title _____ Reason for Leaving _____ Duties: _____ _____ _____ _____ _____ _____ _____ _____</p>
<p>Dates From _____ To _____ Total _____ Yrs. Mos.</p> <p>Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Number of persons supervised: _____</p>	<p>Employer's Name & Address _____ _____ _____</p> <p>Supervisor _____ Phone _____ Salary/Month: \$ _____</p>	<p>Title _____ Reason for Leaving _____ Duties: _____ _____ _____ _____ _____ _____ _____ _____</p>
<p>Dates From _____ To _____ Total _____ Yrs. Mos.</p> <p>Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Number of persons supervised: _____</p>	<p>Employer's Name & Address _____ _____ _____</p> <p>Supervisor _____ Phone _____ Salary/Month: \$ _____</p>	<p>Title _____ Reason for Leaving _____ Duties: _____ _____ _____ _____ _____ _____ _____ _____</p>

REMARKS: _____



AFFIRMATIVE ACTION QUESTIONNAIRE
DO NOT DETACH – (Please print or type)

Superior Court, County of Placer is asking all applicants to complete this form in order to comply with federal Equal Employment Opportunity law requirements. This information will be detached from your application will only be available for research and statistical purposes, and only to authorized personnel. Your cooperation in providing this information is essential to the success of the research and evaluation program and will NOT be used in any phase of the examination and selection process. Please understand that you have the option of providing or not providing the information requested below.

POSITION TITLE: _____ **FILING DEADLINE:** _____

GENDER: Male (M) ☐ Female (F) ☐

AGE: Are you over 40 years of age? Yes ☐ No ☐

DISABILITY: Are you a person with a disability? Yes ☐ No ☐

ETHNIC ORIGIN: The following ethnic categories have been identified by the Equal Employment Opportunity Commission (EEOC). Please check *one space only* for the ethnic category you most closely identify with.

- ☐ **American Indian:** Persons descended from the original people of North America, including American Indians, Aleuts, and Eskimos, who identify themselves or are known as such by virtue of tribal association or community recognition
- ☐ **Asian:** Persons of Chinese, Indo-Chinese, Japanese, or Korean descent. (A)
- ☐ **American Indian:** Persons descended from the original people of North America, including American Indians, Aleuts, and Eskimos, who identify themselves or are known as such by virtue of tribal association or community recognition. (I)
- ☐ **Black:** Persons of African descent (Including Black persons with a Spanish surname as well as those persons identified as Jamaican, Trinidadian and, and West Indian. (B)
- ☐ **Caucasian:** Persons of Indo-European descent except those included in other groups (W)
- ☐ **Filipino:** Persons of Filipino descent. (2)
- ☐ **Hispanic:** Persons of Polynesian decent who are not included in any other group. (H)
- ☐ **Pacific Islander:** Persons of Polynesian descent who are not included in any other group. (I)

RECRUITMENT RESEARCH: Indicate how you learned about this recruitment (check only one)

- | | |
|--|---|
| <input type="checkbox"/> Auburn Journal (05) | <input type="checkbox"/> Court Job Line (07) |
| <input type="checkbox"/> Reno Gazette (11) | <input type="checkbox"/> Court Bulletin Board (08) |
| <input type="checkbox"/> California Job Journal (06) | <input type="checkbox"/> Court Web page (26) |
| <input type="checkbox"/> Jobs Available (03) | <input type="checkbox"/> County Department |
| <input type="checkbox"/> Sacramento Bee (04) | <input type="checkbox"/> Job Fair/Trade Show (02) |
| <input type="checkbox"/> Newspaper other than those listed above: | <input type="checkbox"/> School/Placement Office (22) |
| <input type="checkbox"/> _____ Trade or Professional Publication: (21) | <input type="checkbox"/> Organization or Group: (28) |
| <input type="checkbox"/> _____ Television/Radio Ad (16) | <input type="checkbox"/> EDD (17) |
| <input type="checkbox"/> _____ Friend/family Member (01) | <input type="checkbox"/> Internet Service _____ (24) |
| | <input type="checkbox"/> Other: _____ (19) |